



The voice of blind and partially sighted people in Europe

## Job Description

**Job title:** EBU External Communications Officer

**Sector:** non for profit

**Type of contract:** Full-time

**Duration:** Permanent

**Reports to:** Executive Director

### Job overview:

This position has the objective of promoting the work of EBU to external audiences by using a wide range of communication channels and events.

### Responsibilities and duties:

- Helps to develop and implement efficient communication tools (including new ones) to reach a growing external audience.
- Contributes to defining target groups for EBU's communications work and strategies on how best to reach them.
- Reaches out to media and journalists.
- Produces attractive online content about EBU's work in its various fields of activity.
- Supports the running of key EBU events such as the annual conference, receptions at the European Parliament or any other EU institutions, General Assembly (every 4 years), or any other event linked to EBU activities.
- Updates the content of the website and other social media channels, in coordination with EBU Information and Communication Officer and EBU Head of Campaigning.

### Qualifications and skills required:

- A university degree in Communication-related activities, Social Sciences, international affairs among others.

- 3 years of professional experience with good knowledge in web communication and social media.
- Native-level command of written and oral English/all other languages an asset.
- Proven writing skills in drafting press-releases and other official documents in an engaging manner
- Experience in working with journalists and media.
- Experience in covering advocacy and campaigning topics at the European or international level.
- Background in communicating about human and/or disability rights.
- Knowledge of accessibility standards.
- Mastery of relevant IT software including web and graphic design, experience in producing communication videos would be an advantage.
- A track record in planning and conducting events targeting an external audience considered an asset.
- Enjoys working in an international environment and small teams and is willing to travel.
- Open minded and pro-active.

**Last updated: February 2022**